

Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement

The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974 which guarantees the confidentiality of a student's records. As a student or casual employee of Fairfield University, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

- You must not, under any circumstances, release to any person(s), information about a student, unless your position specifically requires you to do so.
- You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.
- You should avoid acquiring student records information that you do not need to do your job.
- You should avoid exchanging information that you do not need to do your job;
- You should avoid exchanging information about students that you may have learned while performing your job.

Even a minor disclosure of information (e.g. sharing information about a student's class schedule, address, phone, etc.) may be considered a violation, and will result in penalties, including the loss of your job. Keep any information obtained while at your job in the workplace.

I have read and understand my employee responsibilities as stated under the Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement.

Student/Casual Employee Name (PRINT)

Fairfield University ID Number

Student/Casual Employee Signature

Date

Supervisor

Date